

### **STATIONERY LIST**

<b>DESCRIPTION</b>	<b>UNIT OF ISSUE</b>	<b>QUANTITY REQUIRED</b>	<b>AMOUNT</b>
1. Binding covers A4 Frosted Sheets	Packet (400 units inside)	04	
2. Binding Element 12MM (black) (200 elements in a box)	Box	02	
3. Binding Element 16MM (black) (200 elements in a box)	Box	02	
4. Binding Element 22MM (black) (300 elements in a box)	Box	03	
5. Binding Element 38MM (black) (300 elements in a box)	Box	03	
6. Binding Element 45MM (black) (300 elements in a box)	Box	03	
7. Calculator 12 digit electronic	each	10	
8. Calculator financial heavy duty print and display	each	5	
9. Sellotape 55X66	Rolls	10	
10. File divider A4 5 Tabs (bright solid colours) multi punched	Pack 10	100 sets	
11. File divider A4 10 tabs (bright solid colours) multi punched	Pack 10	100 sets	
12. File divider A4 with clear front pockets (various colours)	200 files	200	
13. Fold back paper clips 19mm	Box	10	
14. Fold back paper clips 32mm	box	10	
15. Fold back paper clips 77mm	Box	10	
16. Folder quotation assorted colours	Boxes 2	200 files	

with white strip and filing mechanism			
17 Gem clips/ paper silver 30mm	Boxes	10	
18 Gem clip/ paper silver 50mm	Boxes	10	
19 Glue all purpose clear adhesive glue 25ml	Each	15	
20 Glue sticks 40g	Each	15	
21 Highlighters assorted colours	Each	100	
22 Lever arch files A4 PVC with mechanism assorted colours 75mm	Each	50	
23 Marker permanent medium bullet point	Each	100	
24 Pen, ball point blue	Each	100	
25 Pen, ball point red	Each	100	
26 Pen, ball point black	Each	300	
27 Pencil traditional HB	Each	100	
28 Pencil sharpener metal one hole wedge shape	Each	30	
29 Pop-up here flags 45mmx12mm assorted colours	Each	100	
30 Prestik 100g	Each	10	
31 Punch, office paper 2-hole, metal paper adjuster, punch 30 sheets	Each	30	
32 Scissors assorted colours 170mm stainless steel blade	Each	30	
33 Ruler clear plastic 30cm	Each	30	
34 Staple Remover for Giant Staples	Each	30	

35 Stapler office metal	Box	20	
36 Staples 26/6	Each	30	
37 Stick note self adhesive 51mm x 38mm assorted colours	Pads 100	100	
38 Stick note self adhesive 51mm x 38mm assorted colours	200 each	100	
39 Tape, post-it tape flags, assorted colours	200	200	
40 Whiteboard marker assorted colours	Each	50	
41 writing book A4 hardcover counter book faint ruled 192 pages	Each	200	
42 writing A5 shorthand notebooks (no centre lines) top bound each	Each	100	